

PROPOSED AMENDMENTS TO THE CLERMONT COUNTY COMMON PLEAS COURT LOCAL RULES

The Clermont County Common Pleas Court is amending its Local Rules 4, 21, and 22.

Please review the attached proposed rules and contact Diana Owens, Court Administrator, at dowens@clermontcountyohio.gov if there are any questions or proposed modifications by September 15, 2025. The Court plans to adopt the rules on or after September 16, 2025.

Key to Proposed Amendments:

1. Existing language appears in regular type. Example: text
2. Existing language to be deleted appears in strikethrough. Example: ~~text~~
3. New language to be added appears in underline. Example: text

RULE 4 MOTIONS

4.1 Motions shall be submitted and determined upon the motion and a brief memorandum. ~~Unless an extension of time is granted for good cause shown, any memorandum in opposition to a motion, or a co-party's memorandum in support of the motion, shall be filed within 14 days of the filing of the motion. The movant shall file any reply memorandum within 7 days of the filing of the last memorandum in opposition.~~ All motions and subsequent filings shall be filed within the time limits of Ohio Civil Rule 6 or other applicable Civil Rule, unless the timing is modified by an order of the assigned judge in a specific case. Counsel shall deliver to the assigned judge a file stamped copy of the motion, reply or additional memoranda. Motions may be set for an oral hearing on the court's motion or on any party's written motion with consent of the court. This Rule shall not apply to motions filed under Ohio Civil Rules 22, 23, 24, 55, 56 and 65.

4.2 A response to a motion for summary judgment must be filed within the time limits of Ohio Civil Rule 6 ~~14 days of service~~, unless extended by court order. The movant shall serve and file any reply brief within 7 days of the service of the brief in opposition, but shall be limited to responding to issues raised in the brief in opposition. The court may grant leave for an oral hearing upon the Court's own motion or upon a written application filed with the motion or filed with any responsive pleading.

4.3 Upon filing any motion, counsel shall file a certificate of readiness with the Assignment Office stating whether leave of court has been obtained for oral argument. If no leave for oral argument has been obtained, the case shall be set upon the court's docket for "submission on the pleadings" at the expiration of the time allowed by civil rule for opposition and reply briefs. If motions for summary judgment, or other dispositive motions, are filed by multiple parties in succession, counsel filing the later motion shall reset the submission date to conform to time limitations for opposition and reply briefs of the later motion.

4.4 In a civil action, any motion, which seeks leave of court to amend a complaint, an answer, counter-claim, cross-claim, third-party complaint, third-party answer, third-party counter claim, third-party cross-claim or intervene in an action under Civ. R. 24, shall append to any such motion a copy of the proposed pleading. A copy of the motion and the attached proposed pleading ~~appended thereto~~ shall be provided to the assigned judge, through the Clerk of Courts, for review. No pleading, which the civil rules or a statute require leave of court to file, may be accepted by the Clerk for filing without an appropriate order signed by the assigned judge granting the party leave to file such a pleading.

Rule 21
TECHNOLOGY PLAN

22.1 In accordance with Superintendence Rule 5(E), the Court shall adopt and maintain a court technology plan which will include:

(1) A comprehensive strategy for implementing and maintaining technology solutions for conducting remote hearings, electronic service, the acceptance of electronic signatures, and any other technology-related solution utilized by the court; and

(2) Procedures for notifying and providing instructions to the public on how to use the technology solutions implemented by the court and how the solutions will comply with any accessibility accommodation requirements, including any applicable requirements of the “Americans with Disabilities Act.”

22.2 The plan will be posted on the Court’s [website](#) once specifics are defined.

RULE 22
Reporting to Law Enforcement & Compliance Plan

(A) The Court shall ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.

(B) The Court, in collaboration with the clerk of court, law enforcement agencies, and any other applicable justice system partners, will develop and maintain a Reporting to Law Enforcement & Compliance Plan.

(C) The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:

1. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2929.44(B), 2945.402(E)(1), and 5122.311(A); Sup.R. 95(C); Crim.R. 9(A);
2. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2703.213, 2903.214, 2919.26, and Sup.R. 10(A);
3. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court Rules;
4. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court Rules in the event of an audit by the Federal Bureau of Investigation, the Bureau of Criminal Investigation, or state or local auditors; and
5. Reporting sealed and expunged records to the Bureau of Criminal Investigation, the Ohio Law Enforcement Automated Data System, and other law enforcement databases pursuant to the Revised Code, including R.C. 2953.32.

(D) The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.